



TRANSIT SAFETY OFFICER

Class Code:
1322

Bargaining Unit: American Federation of State, County &
Municipal Employees (AFSCME)

SANTA CLARA VALLEY TRANSPORTATION AUTHORITY

Established Date: Feb 2, 2009

Revision Date: Feb 9, 2009

SALARY RANGE

\$32.69 - \$39.74 Hourly
\$2,615.39 - \$3,178.97 Biweekly
\$5,666.68 - \$6,887.77 Monthly
\$68,000.14 - \$82,653.22 Annually

GENERAL DESCRIPTION:

Definition

Under general supervision, the Transit Safety Officer performs a variety of complex safety program development, implementation, inspection, coordination, investigation, and evaluation tasks in the areas of bus and rail operations, and industrial and construction safety.

Distinguishing Characteristics

This class is distinguished from the higher-level classes of Environmental Health and Safety Supervisor and Rail Safety Supervisor in that the latter classes have full staff supervisory authority, and program development, coordination, and implementation responsibilities over a section of VTA's programs.

The Transit Safety Officer performs a wide range of duties in the development, administration, and implementation of VTA's safety programs. Positions assigned to this class are characterized by their responsibility and ability for carrying out complex and difficult assignments, projects, and special studies in more than one safety program and facility.

ESSENTIAL JOB FUNCTIONS:

Typical Tasks

- Oversees or performs safety audits, inspections, and testing in the areas of fire/life safety, safety certifications, and transit operations on VTA's facilities, operating divisions, construction sites, work practices, equipment, and safety devices;
- Ensures safe bus and rail operations and working conditions, and compliance with applicable federal, state, and local safety regulations;
- Promotes the reduction or elimination of occupational accidents, injuries and financial losses;
- Advises management of safety operational requirements and obtains concurrence from management to meet regulatory safety compliance and reduce accidents and losses;
- Administers the VTA Emergency Operations Plan, designing and leading disaster exercises, training new Emergency Operations Center team members, and serving as the VTA Disaster Preparedness Representative to other public agencies;
- Supervises Emergency Response Teams providing exercises (i.e. fire drills, simulations of earthquakes, etc.) and handling equipment needs for the teams;
- Performs ergonomic evaluations for employee work environments, providing training and equipment recommendations to VTA employees and management;
- Leads the Safety Certification process for specific VTA rail system elements, providing final reports to the CPUC;
- Investigates incidents and accidents involving the public, contractors, and employees which involve VTA personnel and/or property, determines the cause and provides solutions and reports as required to regulatory agencies;
- Makes recommendations to departmental management on findings, purchases, and changes to facility, equipment, methods or procedures to correct unsafe conditions including ordering the termination of any unsafe

- operation; Coordinates safety compliance reviews and inspections by outside agencies;
- Evaluates various contracts, request for proposals (RFP), engineering drawings, plans for construction projects, and future transit lines for regulatory compliance, potential safety issues, and liability exposure;
 - Acts as a liaison with VTA departments, labor and insurance representatives, contractors/consultants, various outside agencies, including safety technical professionals, to provide technical assistance and to ensure accurate accident/injury report and current applicable rules and regulations;
 - Conducts job site safety and hazard analysis, including performing tests on noise, ventilation, illumination, and gas release to determine compliance and sources of hazardous substances;
 - Evaluates construction site conditions to identify regulatory violations, working with the resident engineers and contractors to correct hazards;
 - Prepares and presents complex technical reports, including observations, analysis of contaminants, and recommendations for control and correction of hazards;
 - Formulates or participates in the formation of departmental safety policies and procedures and ensures their implementation;
 - Keeps current on new proposed legislation;
 - Coordinates, develops, and/or conducts safety education orientation for new employees and continuing safety education for all staff and serves as the primary trainer;
 - Maintains records and files reports as required by law and regulatory requirements including OSHA, Cal-OSHA, Hazardous Materials, and Fire Codes;
 - Performs related duties as required.

MINIMUM QUALIFICATIONS:

Employment Standards

Sufficient education, training and experience which demonstrates the ability to perform the above tasks and possession of the following knowledge and abilities.

Development of the required skills, knowledge and abilities is typically obtained through training, education, and experience equivalent to graduation from an accredited college or university with a major in occupational health and safety, safety engineering or other related field, and three (3) years experience in heavy construction, system safety, industrial safety or loss prevention. Construction Health and Safety Technician (CHST) or Occupational Health and Safety Technician (OHST) certificates are desirable.

Possession of a valid California Class C license is required.

Special Conditions

Frequent exposure to weather, mechanical, electrical, and physical hazards.

Rotating on call duties for twenty-four (24) hours a day, seven (7) days periods for emergency response.

As a condition of employment, each employee in this class must sign a payroll deduction authorization form providing for the deduction of union memberships fees.

SUPPLEMENTAL INFORMATION:

Knowledge of:

- Theories, principles, and practices of industrial, operations, and construction safety, system safety, risk management, ergonomics, and disaster preparedness and emergency response;
- Applicable local, state, and federal safety laws and regulations governing facilities, bus and rail operations as well as construction projects, including those promulgated by CPUC, FTA, FED OSHA, CAL OSHA, CAL/FED EPA, and local fire department;
- Principles of safety, environmental health, and accident prevention program administration;
- Fire, accident, and noise control prevention techniques, equipment, and practices;
- Principles of accident investigation;
- Regulatory agency administrative, reporting, and record keeping requirements;
- Basic requirements for labeling, handling, storage and removal of hazardous materials.

Ability to:

- Perform investigation and reconstruction of safety-related incidents;
- Develop and implement safety program plans and procedures;
- Perform professional safety work related to construction and operations projects;
- Administer day-to-day aspects of an Occupational Injury and Illness Prevention Program in a public transportation environment;
- Maintain compliance with Federal and State laws and regulations pertaining to safety and environmental health;

- Analyze, interpret, and apply laws, rules, regulations, policies, procedures, and contracts;
- Monitor compliance with hazardous materials training, labeling, handling storage, removal, and disposal requirements;
- Work independently;
- Develop and implement training programs;
- Interact professionally with various levels of management, union representatives, employees and regulatory agency personnel;
- Communicate effectively both orally and in writing;
- Exercise judgement and creativity in making conclusions;
- Manage safety projects from conception to culmination;
- Analyze situations, identify problems, and recommend solutions.